**I would like to hire…**



**…………………………………………………..Library**

Tel: 01225 39 40 41   
Email: councilconnect@bathnes.gov.uk

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Cost** |
| Library |  | £ |
| Display Boards |  | £ |
| People Network Computers (Computer courses are subject to 20% VAT) |  | £ |

\***Own equipment must be supported by an up to date certificate**

|  |  |
| --- | --- |
| Total cost of hire for facilities  + 20% VAT | £  £ |
| Full payment is required when this booking Date received:  Form is submitted Staff signature: | £ |
| For **multiple events** 50% of the total Hire charge paid on submission of this booking  Form , the other 50% paid at halfway point: Balance outstanding | £ |
| Date full payment received | £ |

**My contact details…**

|  |  |
| --- | --- |
| Name: (& organisation if relevant) | Position in Organisation: |
| Email Address: Telephone Number: | |
| Address: Signature:    Date: | |

**Confirmation email required Yes/No Date:**